Appendix V2

Underground Storage Tank Management
Daily and Weekly Inspection Requirements

V2-1. Purpose. This policy is to outline and ensure the regulatory requirements for underground storage tank (UST) inspections as specified by 9 VAC 25-580-40, Permitting and Inspection Requirements.

V2-2. Definitions.

a. Underground storage tank or UST: Any one or combination of tanks, including underground pipes, used to contain an accumulation of regulated substance, and the volume of which, including the volume of the underground pipes, is 10% or more beneath the surface of the ground.

b. Ancillary Equipment: Any devices including, but not limited to, such devices as piping, fittings, flanges, valves, and pumps.

c. Deferral: Delaying or postponing.

d. Maintenance: The normal operational upkeep to prevent an underground storage tank system from releasing product.

e. Motor Fuel: Petroleum or petroleum based substance that is motor or aviation gasoline, No.1 or No. 2 diesel fuel, or any grade of gasohol and is typically used in the operation of a motor engine.

f. Operator: Any person in control of, or having responsibility for, the daily operation on the UST system.

g. Overfill release: A release that occurs when a tank is filled beyond its capacity, resulting in a discharge of the regulated substance to the environment.

h. Petroleum UST System: An underground storage tank system that contains petroleum or a mixture of petroleum de minimis quantities of other regulated substances. Such systems include those containing motor fuels or jet fuels, distillate fuel oils, lubricants, petroleum solvents, and used oils.

i. Pipe or piping: A hollow cylinder or tubular conduit that is constructed of non-earthen materials.

j. Regulated Substance: An element, compound, mixture, solution, or substance that, when released into the environment, may present substantial danger to the public health or welfare, or the environment.

k. Release: Any spilling, leaking, emitting, discharging, escaping, leaching or disposing from an UST into ground water, surface water or subsurface soils.

l. Release detection: Determining whether a release of a substance has occurred from the UST system into the environment or into the interstitial space between the UST system and its secondary barrier or secondary containment around it.

m. Repair: To restore a tank or UST system component that has caused a release of product from the UST system.

V2-3. Exclusions.

a. The requirements of this policy do not apply to:

(1) Any UST system holding hazardous wastes listed or identified under Subtitle C of the Solid Waste Disposal Act (33 USC section 1251 et seq.), or a mixture of such hazardous waste and other regulated substances;

(2) Any wastewater treatment tank system that is part of a wastewater treatment facility regulated under sections 402 or 307 (b) of the Clean Water Act;

(3) Equipment or machinery that contains regulated substances for operational purposes such as hydraulic lift tanks and electrical equipment tanks;

(4) Any UST system whose capacity is 110 gallons or less;

(5) Any UST system that contains a de minimis concentration of regulated substances;

(6) Any emergency spill or overflow containment UST system that is expeditiously emptied after use;

(7) UST containing heating oil.

V2-4. Procedures.

a. The operator as defined can be more than one person and each operator shares joint responsibility for compliance.

b. The operator, or a duly authorized representative, shall conduct a monthly inspection of the UST (see enclosure 1) and as outlined in section g below.

c. The person conducting monthly inspections shall document any UST discrepancy and contact the Environmental and Natural Resources Division (ENRD) UST Program Manager at 878-4123 to report the discrepancy and for guidance.

d. Each operator shall institute safe fill, shutdown, and transfer procedures or equivalent measures that will ensure that spills resulting from tank overfills or other product transfer operations do not occur.

e. All activities of Fort Eustis and Fort Story, to include tenant activities, are required to comply with the Integrated Contingency Plan (ICP) dated April 23, 2001. Incorporate and adhere to the best management practices to prevent petroleum based product spills.

(1) The UST facility operator responsible for a spill (or anyone observing a spill incident) must contact Fire & Emergency Services immediately at 911 or 878-1008 (Fort Eustis) and 911 or 422-7456 (Fort Story) regardless of quantity discharged. Fire & Emergency Services is the only authorized agent to report incidents to federal, state and local authorities.

(2) All UST facility operator activities will provide support to spill response actions IAW the ICP.

(3) All UST facility operators shall ensure appropriate spill kits are on hand at all petroleum storage locations.

f. The monthly inspection shall include the following:

(1) A complete walk through of the facility property in the area where the UST is staged to ensure that no hazardous conditions exist.

(2) An inspection of the ground surface for signs of leakage, spillage, or stained or discolored soils.

(3) A check of the spill containment manhole (catchment basin) for excessive accumulation of water.

(4) A visual inspection of the fill pipe and surrounding areas to look for signs of leakage or damage.

(5) An evaluation of the condition of the UST and appurtenances .

(a) Ensure the automatic tank gauging system (ATG) for the tank and piping is operating properly.

(b) Spill Buckets are clean and empty.

(c) Overfill alarm is operating properly.

(d) Fill and monitoring port covers and caps are tightly sealed and locked.

(e) Ground surface around fill ports checked for signs of leakage.

(f) Spill and overfill response supplies are adequate, no visible indication of deterioration or improper functioning.

(g) Dispenser hoses, nozzles, and breakaways for loose fittings, deterioration, obvious signs of leakage, and damage.

(h) Inspect dispenser and dispenser sump piping, fittings, and couplings are inspected for signs of leakage or deterioration.

(i) Remove any debris from the sump.

(j) Piping sumps are inspected for signs of leakage or deterioration.

(k) Inspect all tank gauges to ensure they are operational.

g. The monthly UST Inspection Record shall be maintained at the facility and provided to the ENRD UST Program Manager upon request.

h. The monthly UST Inspection Record shall be signed and dated by the UST facility operator or person conducting the inspection. The monthly UST Inspection Record shall become part of the UST facility record.

V2-5. Training. Personnel conducting monthly inspections shall be properly trained. The training program established shall be maintained to reflect current conditions of the facility. Personnel who will be conducting the inspections shall receive the training prior to conducting any inspections.

a. Training for personnel performing monthly inspections shall address at a minimum:

(1) Basic information regarding occupational safety, hazard recognition, personnel protection, and facility operations.

(2) The procedure to be followed in conducting the UST inspections.

(3) The procedure to be followed upon recognition of a hazard or the potential for a hazard.

(4) The procedure for evaluating the condition of the UST and appurtenances.

b. The ENRD UST Program Manager shall train UST facility personnel on any changes to the contents of the initial training program or every three years and document this training in the facility records.

c. As with any new process or procedure, a commitment to effect change and strong command support are essential to its success. Commanders and directors must play an active role in assuring compliance with this policy.

V2-6. Recordkeeping and Access to UST Facilities.

a. Each operator of an UST facility subject to this policy brief shall maintain the following records:

(1) Monthly UST Inspection Record;

(2) Documentation of operation of corrosion protection equipment;

(3) Documentation of training;

(4) Documentation of UST system repairs;

(5) Recent requirements with release detection requirements;

(6) Results of the site investigation conducted at permanent closure.

(7) These records shall be kept by the UST operator of a facility at the facility and provide the ENRD UST Program Manager a copy of the records at the end of each calendar year. Submit the previous year records to the ENRD UST Program Manager by the second week in January in the new calendar year, i.e., January 10, 2003. The records shall be kept for a period of no less than five years unless otherwise indicated.

(8) Upon request each operator shall make these records available to the Virginia Department of Environmental Quality, and to the director or coordinator of emergency services for the locality in which the UST facility is located or to any political subdivision within one mile of the facility.

V2-7. References. Virginia Department of Environmental Quality, Water Division, Office of Spill Response and Remediation regulation 9 VAC 25-580-40, Underground Storage Tanks: Technical Standards and Corrective Action Requirements.

MONTHLY UNDERGROUND STORAGE TANK (UST) INSPECTION RECORD

Activity: _____ **Building #**: _____ **Tank #**: _____

UST Inspector's Name: _____ **Year**: _____

Date of Inspection						
Automatic Tank Gauging System: Inspect for proper operation.						
Spill Buckets: Ensure spill buckets are clean and empty.						
Overfill Alarm: Inspect for proper operation. Can a delivery person hear or see the alarm when it alarms?						
Ground Surface around Fill Port: Check for signs of leakage.						
Fill and Monitoring Ports: Inspect all fill/monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.						
Spill and Overfill Response Supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and damage.						
Dispenser Hoses, Nozzles, and Breakaways: Inspect for loose fittings, deterioration, obvious signs of leakage, and damage.						
Dispenser and Dispenser Sumps: Open each dispenser and inspect all visible piping, fittings, and couplings for any signs of leakage. If any water or fuel is present, remove it and dispose of it properly. Remove any debris from the sump.						
Piping Sumps: Inspect all visible piping, fittings, and couplings for any signs of leakage. If any water or product is present, remove it and dispose of it properly. Remove any debris from the sump.						
Tank Gauges: Inspected and ensure they are proper operation.						

Initial each box below the date of the inspection which will indicate that the device/system was inspected and OK on that date.

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